

11 DEC 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 8 December 1967

1. Forecast and Advance Staffing Plan FY 69: With the receipt of a planning figure for the Fiscal Year 1969 ceiling we have moved ahead with the development of the Fiscal Year 1969 Forecast. This year we are planning on combining the initial Overview Forecast required for the Program Call with the Advance Staffing Plan. The purpose is to build the requirements from the component level up within the framework of ceiling constraints. The objective is to arrive at as solid an estimate as possible for the Support Offices to use in their Program Call. Also, personnel recruiting goals will be set early enough to guide recruiting efforts for the upcoming year.

2. Pay Bill: Preparatory work has been completed in anticipation of passage of the Pay Bill. We are planning on preparing two Notices, one covering staff employees and insurance increases and the other, with a limited distribution, covering those provisions applicable to contract personnel.

3. International Insurance Booklet: The third set of proofs were returned to the Government Printing Office for publication of the International Insurance Booklet which the Agency prepared for the use of the State Department and the Agency for International Development.

4. Relationship of the Agency to the Academic Community: [REDACTED]

[REDACTED] Clandestine Services Officer, is preparing an article on the relationship of the Agency to the academic community for publication in the magazine

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of the U.S. Office of Education. He has been provided with the following information:

- a. Charts from a professionalism study completed in 1965.
- b. A study completed in 1966 which showed the academic achievements of Supergrade and of certain supervisory personnel in the Clandestine Services.
- c. A comprehensive foreign language study completed in 1965.
- d. Agency recruitment brochures and flyers.
- e. Information on the numerous language abilities of certain individuals.
- f. A listing of the major fields of specialization of the individuals holding degrees in the Agency.
- g. Information on the number and kind of degrees:
  - (1) The number of U. S. and foreign colleges and universities;
  - (2) The most prevalent major courses of study;
  - (3) The colleges and universities from which employees hold the most degrees;
  - (4) The percentage of professional employees who had been members of the academic community at some time prior to Agency employment (17%). We are developing information on the percentage of employees who leave the Agency (resignation or retirement) for an academic life.

5. Air Force Selection for Promotion: Major [REDACTED] Chief, Air Force Branch, Mobilization and Military Personnel Division, has been selec-

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SECRET

ted for promotion to Lieutenant Colonel; the effective date will be announced later. Each promotion cycle USAF selects for promotion an extremely small percentage of officers who are below the zone of normal eligibility; these officers with inordinately high professional qualifications. Major

25X1A [REDACTED] was selected below the zone, thus his promotion is a real honor.

6. Reserve Affairs:

a. The guest speaker for the Agency's Military Reserve Unit Meeting on Monday, 4 December 1967, was Brigadier General John C. Wheelock, from the Office of International Security Affairs, Department of Defense. He spoke on the subject of NATO.

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b. Sergeant [REDACTED] U. S. Marine Corps' Reserve Branch, was promoted to First Sergeant (E-8) on 1 December 1967. Since Sergeant [REDACTED] just barely met the minimum time in grade requirements established by the Marine Corps, his selection in this highly competitive zone attests to his outstanding qualifications.

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7. Training Sessions - Income Tax Filing: As in past years, arrangements have been made for a representative of the Internal Revenue Service to conduct training sessions in the Agency Auditorium. The training sessions are scheduled for 11 and 12 January 1968 and all administrative officers have been invited to designate individuals to attend. These individuals will assist personnel within their components during the 1968 income tax filing period. Instructions on completing Maryland, Virginia and District of Columbia tax returns will be given by a representative of the Office of Finance.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Approved For Release 2001/08/31 : CIA-RDP78-05941A000100030047-9  
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 1 December 1967

1. Insurance & Health Benefits Coverage - Contract Employees: We have worked out another way to cover previously ineligible contract employees under the Federal Employees Group Life Insurance Act of 1954 (FELI) and the Federal Health Benefits Act of 1959 (GHI).

Since 1 July 1967, contract employees who are U. S. citizens, whose contract is for a period in excess of one year, and who are employed on a regularly scheduled basis (full or part time) have been able to participate in the Civil Service Retirement System (CSR). Contract employees who do not meet basic eligibility criteria may still participate in the CSR system if the job for which they are being employed follows employment subject to CSR deductions without a break in service in excess of three days. This is the so-called "continuity of service" rule.

Recent research indicated that a possibility existed that the continuity of service rule could be applied in the FELI and GHI areas. This has since been confirmed by the Director, Bureau of Retirement and Insurance, Civil Service Commission.

In summary, certain contract employees who do not meet basic eligibility criteria may still participate in the Federal Health Benefits program and the Federal Life Insurance program if the job for which they are being employed follows employment in a covered position, without a break in service in excess of three days. An example would be a full time contract employee hired for one year or less.

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2. Officers: This is a follow-up to our report of 27 November 1967 in which we advised that officers were injured on 18 November in Vietnam by a Viet Cong bomb attack.

Information from Saigon indicates that Major 111 be evacuated to the United States after two or three weeks' hospitalization in Vietnam.

Captain is expected to return to duty after approximately two weeks' hospitalization and two weeks' outpatient status.

3. Cooperative Education Program:

A. As a follow-up to our report of last week concerning the publicity we received about our Cooperative Education Program in the St. Petersburg Times, Mr. asked Colonel A. H. Stubblebine, Jr., Coordinator at the University of South Florida whether the publicity about our Co-op Program had aroused any student reaction. He was most emphatic that it had not and probably would not arouse any student reaction.

Mr. is planning on visiting the University of South Florida campus for student interviews on the 9th of January.

B. Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	10	0
In Study Status	12	8
PSE's Received:		
In Process	8	1
Under Consideration	5	0
PSE's Given, Not Rec'd	10	0

SECRET

<u>TSD:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	1	-
In Study Status	0	-
PMB's Received:		
In Process	6	-
Under Consideration	2	-
PMB's Given, Not Rec'd	2	-
 <u>OCB:</u>		
In Work Status	8	-
In Study Status	2	-
PMB's Received:		
In Process	2	-
Under Consideration	0	-
PMB's Given, Not Rec'd	2	-
 <u>COMMO:</u>		
In Work Status	5	-
In Study Status	6	-
 <u>CHINA STUDY INTERNE:</u>		
On Duty	-	0
In Study Status	-	5

/s/ Emmett D. Echols

**Emmett D. Echols**  
Director of Personnel

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